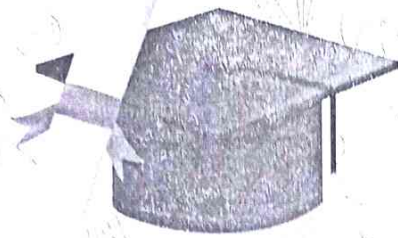


SHORT TERM INTERNSHIP

A collage of various symbols including a peace sign, a heart, a globe, musical notes, and abstract shapes. The symbols are arranged in a somewhat chaotic manner, with some overlapping. The background is dark and textured.



body

1

PROGRAM BOOK FOR
SHORT TERM INTERNSHIP

Name of the Student: D. Ravikiran
Name of the College: Govt. Degree College, Rajampeta
Registration Number: 202200252128
Period of Internship: From 27-5-2024 TO - 25-6-2024
Name & Address of the Intern Organization: CB IZ-SETI, Kadapa
Andhra Pradesh

2024-25
Yogi Vemana University
KADAPA

An Internship Report on

photography and videography

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

B.A. (H.E.P)

Under the Faculty Guideship of

B. NAGARAJA *

(Name of the Faculty Guide)

Department of

English Telugu

(Name of the College)

Submitted by:

Dasar. Pav. Laxan

(Name of the Student)

Reg.No: 202200952128

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Short term internship either in 2nd Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

.....<<@>>.....

Student's Declaration

I, D. Ravikiran a student of B.A (HED) (Group)
Program, Reg. No. 209200952128 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 27-5-2024 to 9-5-2024 in DSETL, Kodak (Name of
the intern organization) under the Faculty Guide ship of _____
(Name of the Faculty Guide), Department of
English . G.O.V.A. Degree college Rajampet
(Name of the College)

D. Ravikiran
(Signature and Date)

Official Certification

This is to certify that Dasari Ravikiran (Name of the student) Reg. No. 202200252128 has completed his/her Internship in RSETI, Andhra (Name of the Intern Organization) on photo videography (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A. (HEP) in the Department of GDC Rajampet (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seat)

Endorsements

Faculty Guide

Head of the Department

Principal


BALASANI NAGARAJA, MA.,
Lecturer in Telugu
Government Degree College
Rajampeta, Annamayya Dist. 516115, A.P.
BALASANI NAGARAJA, MA.,
Lecturer in Telugu
Government Degree College
Rajampeta, Annamayya Dist. 516115, A.P.

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Certificate from Intern Organization

This is to certify that D. Pavithran (Name of the intern)
Reg. No 20220052128 of apu college (Name of the
College) underwent internship in RESIT, Iodara (Name of the
Intern Organization) from 27-5-2024 to 25-6-2024

The overall performance of the intern during his/her internship is found to be
Satisfactory (Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal



Contents

1. Photography
2. camera types
3. camera and accessories
4. Back side view
5. composing
6. videography
7. photoshop
8. colour balance
9. photo editing
10. computer.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

photography is a greek word and its photography means writing with light, 4th century photography aristotle and pin hole image. This report is a detailed overview of my internship journey at ~~camera~~ bank rural self employment - training institution loachpa during the internship.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

first of all we should know about RESETI which was established in the year 1982 in the southern Karnataka (Karnataka) CD. RESETI means rural development and self employment training institution.

RESETI was started by Sri Dharmashali Education Trust syndicate bank and canara bank,

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CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

daily activity in intern organi-
station during instership are,

* prayers

* milly

* lab practicals are the attives
of internship responsibility are
objectes and beds and toli your
responsbilitie safe side of the
internship.

weekly work schedule are
clupmet used and talis performed
obtives of the talring photos.

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ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
27-5-24 Day - 1 Thursday	+ Details about the + entrepreneur development agriculture	Entrepreneur and agriculture Business	
28-5-24 Day - 2 Friday	+ Self employment will be self employment features	about system employment and features	
29-5-24 Day - 3 Saturday	+ entrepreneurs competencies + Photography	entrepreneur competencies	
30-5-24 Day - 4 Sunday	+ entrepreneurship development + communication skills	communication skills increase	
31-5-24 Day - 5 Monday	+ Time management + use of time wisely	save time time is money camera view	
1-6-24 Day - 6 Tuesday	+ SWOT analysis + camera shutter speed / Aperture	strength weakness opportunities threats	

WEEKLY REPORT

WEEK - 1 (From Dt. 27-5-24 to Dt. 1-6-2024)

Objective of the Activity Done:

Detailed Report:

Communication Skills:

learned types usage of verb and wrote some examples using will I stage of may and wrote sentences.

Entrepreneur competencies:

see and acts on opportunities skills attention and quality.

composition Studio:-

In, propose group composite photo and passport. indentulator and visa passport, in various of photo sizes. a country in Dubai America, Singapore, Malaysia.

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26-6-24 Day - 1 wednesday	* Global setting * features of crane * rules of form	Global setting features and I v l's	
3-6-24 Day - 2 Thursday	* studio composing * composing methods * studio	composing methods chatter lighting	
4-6-24 Day - 3 friday	* studio * shots * megahsum	studio um recler day light studio	
5-6-24 Day - 4 Saturday	* LEREND types * fish eyes	focus of lenses and a (raw) ide	
6-6-24 Day - 5 Sunday	* tower building gone * lighting system	self controllable and lighting system	
7-6-24 Day - 6 monday	* lighting setup * perbowes lighting	lighting setup rembar and parts	

WEEKLY REPORT

WEEK - 2 (From Dt. 2-6-24 to Dt. 7-6-24.)

Objective of the Activity Done:

Detailed Report:

apture this range form system

Increasing to higher
number higher I sd instel
stender organization. If
you want dices appearance
abbishes, type hours.

introduction of digital photography

father gets photography
soler paper rules files
in image of rules
can co and some
of change charge
couple dives.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
8-6-24 Day - 1 Tuesday	* lighting set up maand	model set butterfly light	
9-6-24 Day - 2 Wed	* setup for butterfly lighting	background lighting flash	
10-6-24 Day - 3 Thu	* photoshop * videography	photoshop cut esscut photo	
11-6-24 Day - 4 Fri	* photoshop tools	types of tools, mouse of tools	
12-6-24 Day - 5 Sat	* photo rotate * brush foraste	formatic, cut mosic rotate colour	
13-6-24 Day - 6 Sun	* colour balance * (CB) keys	CB keys photo editing	

WEEKLY REPORT

WEEK - 3 (From Dt. 8-6-24 to Dt. 13-6-24)

Objective of the Activity Done:

Detailed Report:

Photoshop:-

flow to cutting pass
port size first of all
out on the photoshop
in system after we
want photos selected are
should open press the
keys in keyboard then
after photo will
do crop those after width
is height should be in
inches its tool the
sizes are with
crop tool.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
14-6-24 Day - 1 mon	* Best shet cut keys	hair's keys album designing	
15-6-24 Day - 2 tue	* photoshop sizes	photoshop album	
16-6-24 Day - 3 wed	* special album designing	album design print	
17-6-24 Day - 4 thu	* quick wash * save and open	quick master save copies	
18-6-24 Day - 5	* computer * create graphic formative	album copies then photo saves	
19-6-24 Day - 6	* introduction to videography	videography and photo shop	

WEEKLY REPORT

WEEK - 4 (From Dt. 19.6.24 to Dt. 25.6.24)

Objective of the Activity Done:

Detailed Report:

album Designing:-

how to cutting photos
1. create album 2) create
album list of all on
the photo, stop in system
uses others selected file
tools we use.

album Design Sizes:-

8 x 24	(pad 12 x 24)
11 x 30	(pad 12 x 36)
12 x 30	(pad 12 x 36)
12 x 36	(pad 12 x 40) (12 x 38)
18 x 36	(12 x 18)
18 x 24	(9 x 12)

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CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

as per the people introduction
RSETI it is the most popular
intimate members of the people
will joining this environment of
insufficient will train for here.
without any that it will provide
many free healthy life and
food and comfortable are the
place we the RSETI is comparing
its very nice.

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Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

we have leared the skills of all photography are videography like when in our cheating of hard ware of photography and videography there was both the creative and feather aspted of creating camera types colouders and sizes of different camera types mirror less protiening with also shitter speed.

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Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

in this short term internship
traveling my weekly lecture
divided as into some groups
and distributed the tools
and controls change we
should be with planning we
have be with the need a
protect the tools and we have
kind of good leadership quality
and kind elevation among
through basic views of
groups member in file development

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

We would improve our communication skills we have learnt tell something about the communication skill they are different types.

- i) verbal communication skills.
- ii) non-verbal communication skills.

These two skills are developed or organised to communicate with good approach & these are communication.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

in this institute there are
from some disuses and
meeting had at lets healthy
once when we was ons
about growth and profit and
presses one every and profit
and presses and every effect
of show godan authorized
springer.

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Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

I have framed to the photography and video graphy. I will improve my skills. I this internship training which skills I have build my self confidence to futher, skills and plans I will short cut with full confidences futher and good communication and self grow up my passtive effects something so improve by good with any skills.

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PHOTOS & VIDEO LINKS

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EVALUATION

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be internal evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

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Student Self Evaluation of the Short-Term Internship

Student Name: D. Paulirajan	Registration No: 2022000252128
Term of Internship: From: 27/05/2024 To: 25/06/2024	
Date of Evaluation:	
Organization Name & Address: Canara Bank Rural Self employment Training Institute - Kadapa	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

D. Paulirajan
Signature of the Student

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*Evaluation by the Supervisor of the Intern
Organization*

Student Name: D. Pavithra Term of Internship: From: 22/05/2021 To: 25/06/2021 Date of Evaluation: Organization Name & Address: Canara Bank RSH - Kadapa Name & Address of the Supervisor with Mobile Number	Registration No: 2022000252128
--	---------------------------------------

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

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INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:


Name of the College:

University:

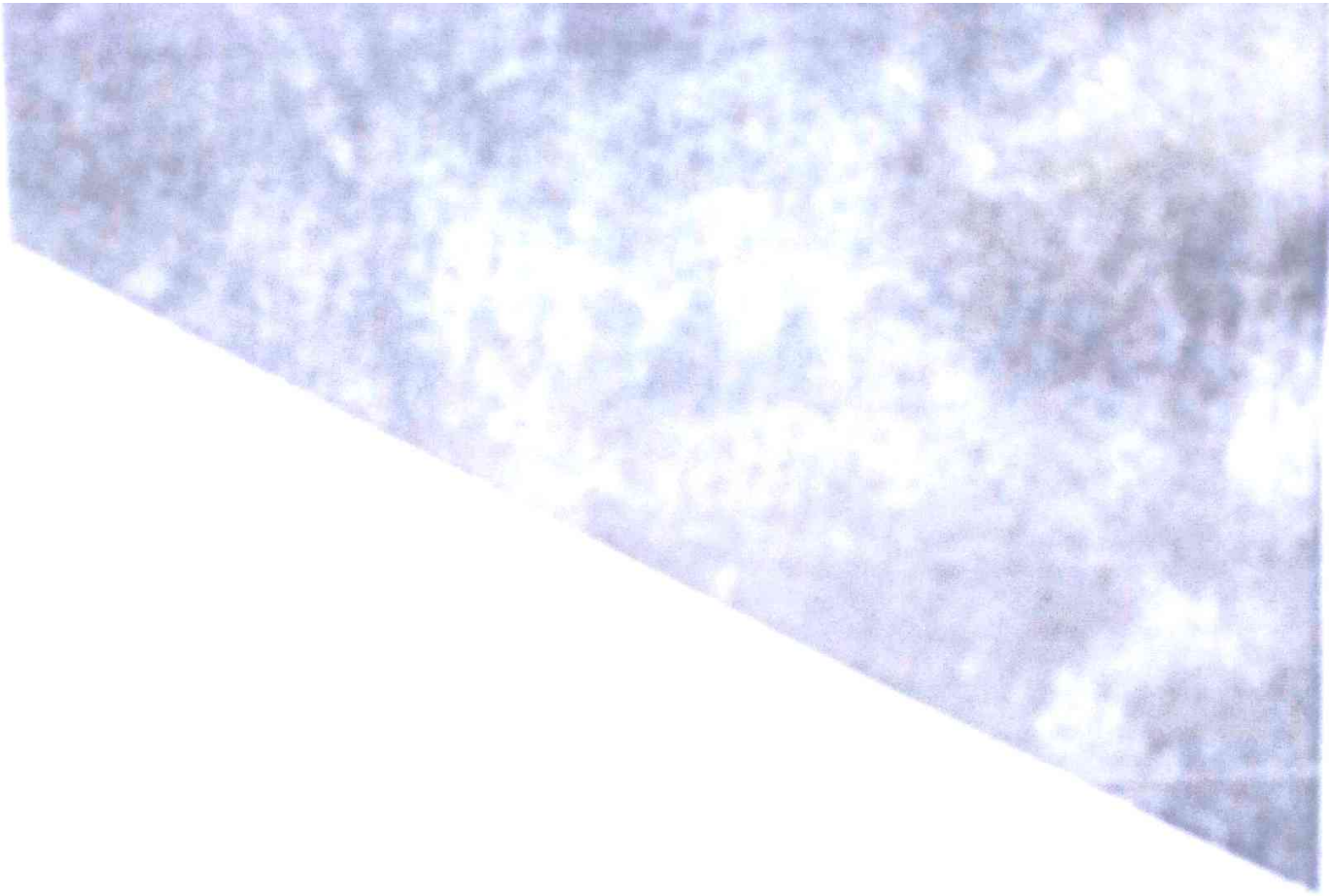
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	30
2.	Internship Evaluation	40	40
3.	Oral Presentation	30	28
	GRAND TOTAL	100	98

Date:

Signature of the Faculty Guide


BALASANI NAGARAJA, MA.,
Lecturer in Telugu
Government Degree College
Rajampeta, Annamayya Dist. 516115. A.P.

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ANCHOR & POLARIS
STATE COUNCIL OF HIGHER EDUCATION

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